

**Bury Council**  
**Publication of Spend over £500 data**

**Guidance to Departments for Redacting Data prior to Publication**

Main principles are expected to follow the exemptions provided by the Freedom of Information Act. Key redactions relate to data that is protected under the Data Protection Act, particularly relating to children and vulnerable persons.

Examples of types of transactions that may be redacted (spend included but other details replaced by 'REDACTED PERSONAL DATA' or 'REDACTED COMMERCIAL CONFIDENTIALITY') or excluded (no details of the transaction included) from publication are detailed below:-

No	Examples of transactions that may be excluded from publication	Reason	Redacted or Excluded
1	Salary payments to staff (including bonuses) except where published under the senior salary scheme. These will be published separately	Personal information protected by the Data Protection Act	Excluded
2	Pension contributions (excluding service charge) and National Insurance Contributions	Personal information protected by the Data Protection Act	Excluded
3	Severance payments	Personal information protected by the Data Protection Act	Excluded
4	Payments to individuals from legal process – compensation payments, legal settlements, fraud payments	Personal information protected by the Data Protection Act	Redacted (in exceptional circumstances this may be excluded)
5	Competition prizes – where a normal part of operations	Personal information protected by the Data Protection Act	Redacted
6	Settlements made with companies as an arbitration which is conditional on confidentiality	Commercial-in-confidence – exempt under FOI	Redacted
7	Potential betrayal of a commercial confidence, or prejudice to a legitimate commercial interest	Very rare and will need to be justified	Redacted
8	Transactions relating to the financing or underwriting of debt e.g. purchase of credit default swaps	Outside the definition of expenditure for this purpose	Excluded
9	Provisions or promises to pay not yet realised		Excluded